

CHEPPING WYCOMBE PARISH COUNCIL

ANNUAL COUNCIL MEETING

Minutes of the meeting held on Thursday 1 May 2014
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:	Cllr K Wood - Chairman	Cllr D Onslow
	Cllr L Willis - Vice-chairman	Cllr Herschel
	Cllr J Gurney	Cllr B Sadler
	Cllr J White	Cllr S Digby
	Cllr J Johnson	Cllr I Forbes
	Cllr S Herron	Cllr C Jordon
	Cllr J Bailey	Cllr P Mannering

1. Apologies for absence

Apologies for absence were received from Cllr C Dodds (holiday), Cllr D Johncock (holiday) and Cllr M Wilkes (Unwell).

2. Declarations of members' interests in Items on the agenda.

Cllr Wood declared a personal interest in item 11 - expenses

3. Election of chairman of the council

It was proposed by Cllr J Herschel and seconded by Cllr I Forbes that Cllr K Wood be elected chairman of the council until the next annual meeting of the council.

There were no other nominations tabled.

It was RESOLVED that;

Cllr K Wood be elected Chairman of Chepping Wycombe Parish Council.

Cllr Wood accepted the appointment for a further year and spoke about how much had been completed over the past year. Noting that the council would benefit from stability in the committees, as the Chairman had all done a wonderful job, some had had a more difficult job than others.

4. Election of vice-chairman of the council

It was proposed by Cllr C Jordan and seconded by Cllr I Forbes that Cllr L Willis be elected vice-chairman of the council.

There were no other nominations tabled.

It was RESOLVED that;

Cllr L Willis was elected vice-chairman of Chepping Wycombe Parish Council.

Cllr Wood and Cllr Willis duly signed their Acceptance of Office.

5 Election to standing committees of the council

The following members were elected to serve on the committees as set out below:

AMENITY LAND

COMMITTEE (10)

Cllr D Johncock (FH)
Cllr I Forbes (TG)
Cllr B Sadler (TG)
Cllr L Willis (L)
Cllr C Jordan (L)
Cllr J White (L)
Cllr J Bailey (FH)
Cllr S Digby (FH)
Cllr S Herron (TG)
Cllr K Wood (TG) (ex-officio)

WORKS, SERVICES & PLANNING

COMMITTEE (10)

Cllr D Onslow (FH)
Cllr J White (L)
Cllr J Herschel (FH)
Cllr P Mannering (FH)
Cllr C Dodds (L)
Cllr C Jordan (L)
Cllr B Sadler (TG)
Cllr I Forbes (TG)
Cllr J Johnson (TG)
Cllr K Wood (TG) (ex-officio)

LEISURE FACILITIES

COMMITTEE (9)

Cllr L Willis (L)
Cllr C Jordan (L)
Cllr J Gurney (L)
Cllr K Wood (TG)
Cllr B Sadler (TG)
Cllr J Johnson (TG)
Cllr J Bailey (FH)
Cllr S Digby (FH)
Cllr M Wilkes (FH)

FINANCE & GENERAL PURPOSES

COMMITTEE (9)

Cllr I Forbes (TG)
Cllr J Gurney (L)
Cllr C Dodds (L)
Cllr L Willis (L)
Cllr S Herron (TG)
Cllr K Wood (TG)
Cllr D Onslow (FH)
Cllr J Herschel (FH)
Cllr M Wilkes (FH)

It was noted that unless appointed to a committee, the chairman and vice-chairman of the council are in accordance with Standing Orders ex-officio members of all committees, sub-committees and working groups

(a) Election of chairmen and vice-chairmen of committees

So that delegated action could if necessary be taken before the next meeting of committees the council meeting was adjourned and each committee met in turn to appoint a chairman and vice-chairman. The council meeting was then reconvened. The following appointments were reported:

	Chairman	Vice-chairman
Amenity Land Committee	Cllr D Johncock	Cllr I Forbes
Leisure Facilities Committee	Cllr L Willis	Cllr C Jordan
Works, Service & Planning Committee	Cllr D Onslow	Cllr J White
Finance & General Purposes Committee	Cllr I Forbes	Cllr J Gurney

(b) Planning Applications Committee

The council's practice in dealing with planning applications is to appoint one representative from each ward serving on the WS&P committee to make comments on applications through the Clerk, the council's Proper Officer. However, those present were reminded that all

members have a responsibility to consider planning applications and if they have a view to feedback comments to the ward representative or to the Clerk.

When contentious applications or those with a wider interest are received the three ward members and the chairman of the Works, Services and Planning Committee form the Planning Applications Committee which meets as and when necessary.

The following representatives were appointed to the Planning Applications Committee:

Cllr P Mannering	Flackwell Heath
Cllr C Dodds	Loudwater
Cllr B Sadler	Tylers Green

The meeting was then reconvened

(C) Appointment of Sub-committees

It was confirmed that appointments to Sub-committees and/or working parties would take place at the first meeting of the appropriate committee.

(d) CWPC In-house Auditors

While all members have a responsibility for the probity of the council's affairs – not only financial but also its systems and policies, the council appoints two members to undertake in-house audits. Ideally the members serve for two years, with one retiring each year.

The council appointed the following two members to be the council's in-house auditors for 2013/14:

Cllr M Wilkes ('lead' in-house auditor having served one year)
Cllr J Herschel

6 Review of assets, risks and policies

The programme of review had been undertaken by the Finance and General Purposes Committee and documents had been adopted during the year by full Council.

***It was RESOLVED that;
the Financial Regulations, Committee Terms of Reference, Complaints Procedure, Standing Orders, Freedom of Information Policy, Data Protection Policy be approved.***

Cllr Forbes advised that a recommendation would be made at the next Amenity Land Committee to add Spring Lane to the site list.

Members were advised that the review of Assets and the Risk Register were due for consideration at the next Finance and General Purposes Committee in June 2014.

7 Appointment of representatives to outside bodies

The following representatives of the council were appointed:

Organisation	Representative(s)
Tylers Green Village Hall Committee	Cllr B Sadler
Tylers Green & Penn Parish Council Joint Meeting	Chairman of Council (Cllr K Wood) All Tylers Green members
Queensway Joint Committee	Chairman of Council (Cllr K Wood) Chairman F&GP (Cllr I Forbes)

	Vice- chairman F&GP (Cllr J Gurney)
Wycombe District Association of Local Councils	Cllr S Herron (TG) Cllr C Jordan (L) Cllr S Digby (FH)
Local Community Partnership (LCP)	All members invited Cllr D Onslow (FH) Cllr J Johnson (TG) Cllr J Herschel (FH)
Neighbourhood Action Group (NAG)	Cllr D Onslow (FH) Cllr J Johnson (TG) Cllr L Willis (L)
Flackwell Heath Residents' Association Executive Committee	Cllr M Wilkes
Flackwell Heath Community Centre	Cllr J Herschel
M40 Chiltern Environmental Group	Cllr C Dodds
Bucks Association of Local Councils (BALC)	Chairman of Council (Cllr K Wood) Vice-chairman (sub Cllr L Willis)
Revive the Wye Joint Steering Group	Cllr J Herschel
Loudwater Forum	All Loudwater members
Flackwell Heath Allotment Association	Cllr L Willis & Cllr S Digby

The following representatives of the council were appointed to local sports organisations who use council-owned facilities:

Organisation	Representative(s)
Flackwell Heath Bowling Club	Cllr Mrs S Digby
Flackwell Heath Sports Club	Cllr M Wilkes
Flackwell Heath Tennis Club	Cllr Mrs S Digby
Loudwater Bowls Club	Cllr C Jordan (sub Cllr J Gurney)

8. Informal council meeting

It was noted that the Informal Council meeting is scheduled to take place on Thursday, 4 September 2014.

Members are asked to suggest items for consideration at the meeting by notifying the Clerk or Chairman of the Council.

9. Questions from the public

There were no members of the public present.

10. Questions by members of the council

Cllr Herschel asked when the newsletter was due to be delivered.

The newsletter will be delivered within the next month, the hold-up has been due to the printers (Greens) not covering an absence from work.

Members were asked to note the date and time of the parkour opening in Flackwell Heath – Sunday 18 May starting at 12 noon. All are welcome.

11. Accounts for payment

The accounts for payment were circulated for consideration by councillors.

*It was RESOLVED that;
the accounts for payment be approved and cheques numbered 8225 to 8235 be signed and that direct debits to Shell Direct, Unicom, Southern Electric, Orange and E-ON be approved for payment and also the transfer for salaries .*

The Chairman thanked members for their attendance at the meeting which ended at 8.10pm.

